

**KENTUCKY RETIREMENT SYSTEMS
CLASS SPECIFICATION**

CLASS TITLE: Investment Analyst I	
DATE CLASS ESTABLISHED: 08/01/2009	DATE OF LAST REVISION: 08/01/2009
SELECTION METHOD: 100% QUAL	SALARY: (MIN-MID) \$3,596.00 - \$4,495.00 GRADE: P

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Graduate of a college or university with a bachelor's degree in accounting, finance, statistics, economics or a business related field. Master's degree desirable.

EXPERIENCE: 2 – 5 years of investment experience.

SUBSTITUTION FOR MINIMUM REQUIREMENTS

EDUCATION:

EXPERIENCE:

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) **CFA designation desirable.**

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Performs duties across all asset classes. Works under general direction of senior staff. Assists more senior analysts in conducting studies of industry groups or specific securities or in developing quantitative decision-making models. Assists in the selection, evaluation, and ongoing monitoring of external investment managers. Provides guidance to more junior staff. Performs other duties as required.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Using PC and various other pieces of office equipment, creates reports using custodial bank system to check monthly interest/dividend payments and purchase and sale transactions generated by investment managers. Coordinates / reviews reconciliation of monthly investment reports generated by custodial bank and investment managers. Assists in preparation of investment reports/spreadsheets as required. Coordinates the setup of internal control procedures to audit all investment transactions. Contacts investment managers or the custodial bank to correct problems. Performs internal control procedures for the auditing of all investment transactions. Participates in Due Diligence process. Assists with portfolio construction and asset allocation projects. Performs qualitative and quantitative analysis. Assists Directors the management of internal portfolios. Interacts with the custodian (i.e., pulls reports from custodial bank to check monthly interest/dividend payments and purchase and sale transactions generated by investment managers.) Prepares journal entries for general ledger posting. Assists in preparation of investment reports/spreadsheets as required. Processes capital calls and distributions. Acts as a liaison to other divisions within KRS. Pulls reports for Open Records requests. Maintains appropriate databases. Assists with preparing Investment Committee materials. Utilizes Bloomberg, Excel, PowerPoint, PDF, and Word on a regular basis. Performs other duties as required.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is typically performed in an office setting. Travel required. Short deadlines and unusual time constraints may result in stressful working conditions.

THE KENTUCKY RETIREMENT SYSTEMS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNIC ORIGIN, COLOR, CREED, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR POLITICAL AFFILIATION. THIS DOCUMENT IS AVAILABLE IN ANY ACCESSIBLE FORMAT UPON REQUEST TO THE HUMAN RESOURCES DIVISION: KENTUCKY RETIREMENT SYSTEMS.